

EFFECTIVE

March 1, 2020.

Subject(s)**Administrative Policy Security (APS) 1250-04, Employee
Background Check**

All existing and potential employees, contractors and sub-contractors must complete an MSP RI-030, LiveScan Fingerprint Background Check Request. The individual must provide their name, any aliases, previous last names, or name at birth, home address, city, state, personal identification number (driver license or State ID number,) and Social Security number. The individual must sign the form to certify that the information is true and authorize HR to conduct the criminal history check. OHR will conduct an initial ICHAT background search of local records for all candidates.

Reason: Form name correction.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APS 1250-04](#)